



BOARD OF ZONING ADJUSTMENT APPLICATION

City Planning & Development Department
City Hall, 414 E. 12th Street, 15th floor; Kansas City, MO 64106-2795
Phone (816) 513-2846 | Fax (816) 513-2838 | www.kcmo.gov/planning

Date Stamp _____

FOR OFFICE USE:	CASE #:	BZA DATE:
KIVA #:	RECEIPT #:	FILING FEE:

1. REQUEST

REQUEST	FILING FEE
<input type="checkbox"/> Variance (88.565) – for one and two family dwelling and accessory uses	\$259
<input type="checkbox"/> Variance (88.565) – for all other uses	\$518
<input type="checkbox"/> Appeal of Decision (88.575) or Certificate of Legal Nonconformance (88.610) (must be filed within 15 calendar days of the decision)	\$518
<input type="checkbox"/> Request for Rehearing (88.565, 570, 575) – Please use the Request for Rehearing Application	\$207
<input type="checkbox"/> Special Exception to Fencing Requirements (Chapter 27)	\$174
<input type="checkbox"/> Other (please describe)	\$389

2. CONTACT INFORMATION

Applicant _____ Company _____
Address _____ City & State _____ Zip _____
Telephone (____) _____ Fax (____) _____ Email _____

Property Owner(s) (if different from applicant) _____
Address _____ City & State _____ Zip _____
Telephone (____) _____ Fax (____) _____ Email _____

Agent/Contact _____ Company _____
Address _____ City & State _____ Zip _____
Telephone (____) _____ Fax (____) _____ Email _____

★ **All correspondence should be sent to (check ONE):** ☐ Applicant ☐ Property Owner ☐ Agent/Contact

3. PROPERTY DESCRIPTION

- Location _____
- Land Area (in square feet or acres) _____
- Current/proposed use of property _____
- Length of time property owner has owned the property _____

4. REQUIRED ATTACHMENTS

All items must be submitted digitally or on 8.5" x 11", 8.5" x 14", or 11" x 17" paper or folded to a size no larger than 8.5" x 14". Applications must be complete and submitted in person. Faxed, emailed or incomplete applications will not be accepted. Use the checklist below to ensure your application is complete.

ATTACHMENT	Variance	Appeal	Fencing
<input type="checkbox"/> Pre-application consultation Indicate which planner you met with in the Development Management Division (15 th Floor) Planner: _____ Date: _____	Required	Optional	Required
<input type="checkbox"/> Reason for Appeal or Practical Difficulty Provide an explanation of why you are appealing the decision or cannot comply with the code requirement.	Required	Required	Required
<input type="checkbox"/> Completed application	Required	Required	Required
<input type="checkbox"/> Legal description of property	Required	Required	Required
<input type="checkbox"/> Fee (Payable to <u>City Treasurer KCMO</u>)	Required	Required	Required
<input type="checkbox"/> Zoning Determination Submit a copy of the site plan to the Permits Division (5 th floor) to request a zoning determination. Allow up to 5 days for completion.	Required		Required
<input type="checkbox"/> Notice of Violation		Required	
<input type="checkbox"/> Affidavit Owner's consent form signed by the property owner. This form is attached to this application. An affidavit is not required if the property owner or their attorney will be attending the hearing.	Required	Required	Required
<input type="checkbox"/> Site Plan (CD copy or 2 paper copies) <ul style="list-style-type: none"> Drawn to scale showing property lines, north arrow, locations of all buildings on site, setback dimensions, parking, screening and landscaping of parking lots, location of <u>all</u> signage (including elevations), etc. All site plans must be sealed or certified by an architect, engineer or surveyor (except for one and two-family residential properties and signage) and include information as applicable to the request. 	Required		Required
<input type="checkbox"/> Elevation Drawings (CD copy or 2 paper copies)	Required		Required
<input type="checkbox"/> 8.5 x 11 inch paper copy of the site plan and, if applicable, an elevation drawing	Required		Required

5. The information presented with this application is true and correct to the best of the undersigned's knowledge and consists of the required items as listed above, necessary for a complete application

- ☐ By checking this box I acknowledge that the applicant team may not contact or have discussions with any board member reviewing my application. I understand any letters or emails to the board must be provided to the city staff for distribution.

Signature _____

Printed Name _____ Date _____

AFFIDAVIT

LOCATION OR CASE NO. _____

STATE OF _____)

COUNTY OF _____)

The undersigned, having been duly sworn and under oath, hereby states that the undersigned is the owner of the land which is the subject of the case referenced above, that the undersigned has authorized * _____ as agent for the purposes of this case and that any representations made by agent to the Board of Zoning Adjustment may be relied upon and that agent has full authority to bind the undersigned to any conditions of approval including but not limited to time limits for performance, dedication of right-of-way, submission of a plat pursuant to Chapter 88, Code of General Ordinances, submission of a drainage plan, construction of public improvements or modification of site plan.

(Corporate Seal**)

Signature of Property Owner

Typed or Printed Name

ATTEST:

Title

Corporate Secretary
(If no seal)

Name of Company or Organization
(If Applicable)

Subscribed and sworn to before me a notary public on this _____ day of _____, 20 _____.

Notary Public

My Commission expires: _____

* Note: Designated agent must be an individual, not a company or firm.

** If Corporate Seal not available, must have signature of both the Corporate President and the Corporate Secretary.

6. NOTICE TO APPLICANT – Keep for your records

- A. Neighborhood contact.** Prior to any public hearing, an applicant must make a reasonable effort to contact the applicable neighborhood organization or immediate neighbors. Failure to do so may be cause for continuance. A notarized petition or letter can be provided at the time of the hearing.
- B. Meeting notifications.** Applicants are responsible for posting a courtesy notice sign on the subject property visible from the public right-of-way. Signs are provided by the City at the time of application and must be posted 15 days before the public hearing. The City provides additional notification to residents within 300' of the subject property via mail and through notice in the newspaper.
- C. Permission to enter property.** This application constitutes the consent of the property owner to authorize staff to enter the premises for the purpose of documenting the subject property.
- D. Affidavit.** The owner of record of the real property which is the subject matter of the application before the CPC and/or BZA MUST appear at the hearing either in person, through an attorney licensed to practice law in the State of Missouri, or by a designated person as indicated by a signed, notarized affidavit. Please make every effort to keep your presentation to fifteen (15) minutes or less.
- E. Request for continuance.** No request for continuance, either legally advertised or set for a special day by the BZA, shall be granted by the BZA unless written notification of such a request is filed by the Friday immediately preceding the hearing date or, in the case of special meetings, four (4) calendar days prior to the date set for the hearing. The notification and intent to request a continuance shall set forth the facts upon which the application and continuance is based. Receipt of said notification in the office of the BZA shall not be deemed to grant a continuance until such time as acted upon by the BZA.

For any request for continuance by the applicant, a fee of **\$130** will be assessed. The continuance fee must be paid in full (with a copy of the "paid" receipt forwarded to the staff planner assigned to the case) by 4:00 PM of the Tuesday preceding the next hearing of the case.

- F. ADA accommodation.** Any person with a disability desiring reasonable accommodation to participate in this meeting may contact the 311 Action Center at 311 or (816)513-1313 or for TTY 513-1889 or by email at actioncenter@kcmo.org.

Additional questions. If you have any questions regarding this application, please contact the City Planning and Development Department staff at (816) 513-8801 for assistance.

BZA TIMELINE

